

**CAP-MR/DD**  
**Staff Training/Competencies**

**Elements for Service and Documentation**

The competent paraprofessional demonstrates the ability to write entries in the medical record, according to established medical record standards.

- ☐ Demonstrate knowledge of the purpose of the service being provided to the participant
- ☐ Demonstrate knowledge of the elements required in service documentation
- ☐ Demonstrate ability to appropriately document using a grid and/or a service note
- ☐ Demonstrate knowledge of agency policy regarding documentation and the consequence for falsifying documentation

The signatures below verify that training in the elements indicated above has been completed and the waiver staff understands his/her responsibilities relating to the Elements for Service and Documentation Competencies.

\_\_\_\_\_/\_\_\_\_\_  
Signature of waiver staff      Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of trainer      Date